

# IT Change Implementation Plan Template

## 1. General Information

Change Title: \_\_\_\_\_

Change ID: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Prepared By: \_\_\_\_\_

## 2. Change Description

Description of change:

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## 3. Objectives & Benefits

Objective(s) of the change:

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Expected benefit(s):

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## 4. Implementation Plan

Step	Description	Owner	Start Date	End Date
1				
2				
3				

## 5. Impact Assessment

Systems and users impacted:

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## 6. Risk Assessment & Mitigation

Risk Description	Likelihood	Impact	Mitigation Plan

## 7. Backout/Contingency Plan

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## 8. Communication Plan

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## 9. Approval

Role	Name	Signature	Date
Change Owner			
IT Manager			
Other			